

**TREASURER-TAX COLLECTOR**

**POLICY DESCRIPTION FORM**

Department/Group: Treasurer-Tax Collector Budget Code: AAA-TTX  
 Title: Staff Analyst II

**PRIORITY:** Rank 2 of 4 **FUNDING:** Full Year ☒ Other ☐ \_\_\_\_\_ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

See Attached.

|  | 2003-04   | Ongoing<br>2004-05 |
|--|-----------|--------------------|
| <b>APPROPRIATIONS</b>                                    |           |                    |
| Salaries & Benefits (attach additional page if required) | \$ 67,238 | \$ 69,255          |

| CLASSIFICATIONS |                  |        |
|-----------------|------------------|--------|
| Budgeted Staff  | Title            | Amount |
| 1.0             | Staff Analyst II | 67,238 |
| _____           | _____            | _____  |
| _____           | _____            | _____  |

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

| FIXED ASSETS |        |
|--------------|--------|
| Item         | Amount |
| _____        | _____  |
| _____        | _____  |
| _____        | _____  |

|  |           |           |
|--|-----------|-----------|
| Reimbursements (specify) <u>5011 – Central Collections</u> | 22,413    | 23,085    |
| Total:   | \$ 44,825 | \$ 46,170 |

|                                 |           |           |
|---------------------------------|-----------|-----------|
| <b>REVENUE (specify source)</b> |           |           |
| <u>9970 – Treasury Pool</u>     | 22,413    | 23,085    |
| <u>9265 – Tax Sale</u>          | 22,412    | 23,085    |
| Total:                          | \$ 44,825 | \$ 46,170 |

|            |      |      |
|------------|------|------|
| LOCAL COST | \$ 0 | \$ 0 |
|------------|------|------|

## **TREASURER-TAX COLLECTOR**

### **Policy Item #2 of 4 – Staff Analyst II**

The Treasurer-Tax Collector has not filled the Staff Analyst position approved with the 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because we thought the position might be cut during the 30% spend-down process if we could not meet our target. The Department did not want to hire someone that might be laid off six months later. The department now believes it will be able to meet its 30% spend-down target from revenues and therefore wants to fill the position in 2003-04.

The Staff Analyst II position is 100% funded through administrative charges to the Treasury Pool and Central Collections and from tax sale. This is the department's only staff analyst position. This position would:

1. Assist in the development of automated reporting systems with other management and Treasurer-Tax Collector.
2. Assist in preparation of the department's budget and revenue projections.
3. With the Treasurer's Office Supervisor, act as liaison with Auditor/Controller regarding FAS/TZ system issues, consolidated banking services, e-commerce and other projects.
4. Conducts studies of banking costs and structure of banking accounts under supervision of Treasurer's Office Supervisor.
5. Monitor banking activity and charges and prepare written reports.
6. Prepare Requests for Proposals (RFPs) for banking and investment related services and equipment and administer contracts.

The department manages over \$2 billion of investments and collects more than \$1 billion in property taxes annually. The tasks mentioned above are critical to the department's and county's goals of providing excellent customer service. The numbers included below on this form were included with our originally submitted 2003-04 budget.